



Kathleen Babineaux Blanco  
Governor

State of Louisiana  
OFFICE OF THE GOVERNOR

Baton Rouge  
70804-9004

POST OFFICE BOX 94004  
(225) 342-7015

## EVENT REQUEST

Before your function can be considered for the Governor's calendar, the following information must be obtained. Requests will be accepted at any time, but please note that the Governor's schedule is NOT set more than five weeks in advance. Please return this form to Mrs. Sara Kleinpeter, Office of the Governor, Post Office Box 94004, Baton Rouge, Louisiana 70804, or fax to 225-342-8320.

DATE OF REQUEST: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ (a.m./p.m.)

NO. ATTENDING: \_\_\_\_\_ PERSON MAKING REQUEST: \_\_\_\_\_

ON BEHALF OF GROUP/ORGANIZATION: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_ LOCATION OF EVENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ROOM: \_\_\_\_\_

CONTACT PERSON/TELEPHONE NUMBER AT LOCATION: \_\_\_\_\_

\* NOTE: PLEASE INCLUDE AN AGENDA FOR THE EVENT.

APPEARANCE TYPE (CHECK ONE):

DROP BY ONLY \_\_\_\_ KEYNOTE \_\_\_\_ WELCOME \_\_\_\_ BRIEF REMARKS \_\_\_\_

EXACT SPEAKING TIME: \_\_\_\_\_ SPEECH TOPIC: \_\_\_\_\_

OTHERS SPEAKING: \_\_\_\_\_

ATTIRE: \_\_\_\_\_ WHO WILL GREET THE GOVERNOR? \_\_\_\_\_

OTHER GUESTS, DIGNITARIES ATTENDING:

\_\_\_\_\_  
\_\_\_\_\_

SEATING ARRANGEMENT: HEAD TABLE\_\_ LECTERN\_\_ STAGE\_\_ MICROPHONE\_\_

SEATED WITH: \_\_\_\_\_

WHO IS MC: \_\_\_\_\_ WHO WILL INTRODUCE: \_\_\_\_\_

BIO NEEDED \_\_\_\_\_ PHOTO NEEDED \_\_\_\_\_ MEDIA CONTACT \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

IS THIS EVENT OPEN TO THE PUBLIC? \_\_\_\_\_ IS THIS EVENT OPEN TO THE PRESS? \_\_\_\_\_

\*\*\*\*LECTURN MUST BE EQUIPPED WITH AN AUDIO MIXER AND MULT BOX TO ACCOMODATE PRESS. ONLY THE MAIN MICROPHONE IS ALLOWED ON THE PODIUM. IF YOU HAVE ANY QUESTIONS ABOUT MEDIA, PLEASE CONTACT THE GOVERNOR'S PRESS OFFICE AT 225-342-9037.